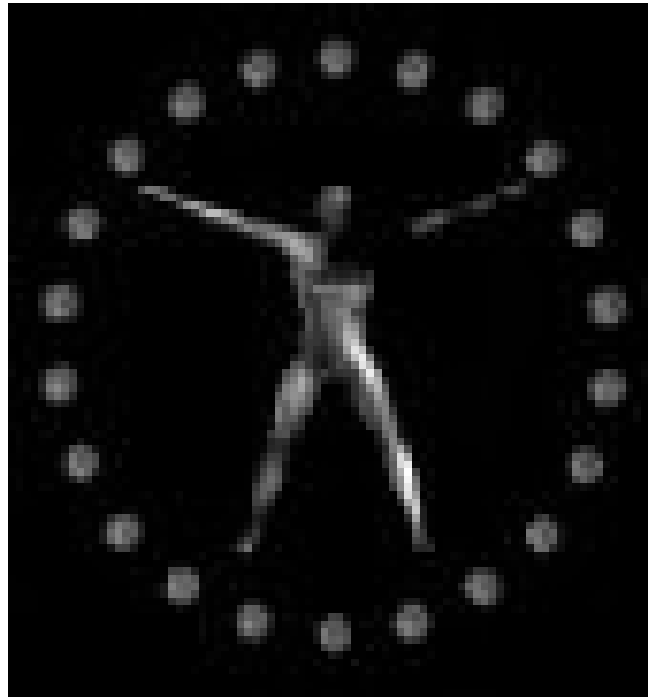


MENTAL TRAINING FOR PEAK PERFORMANCE IN LIFE



THE WHEEL OF EXCELLENCE





COMMITMENT



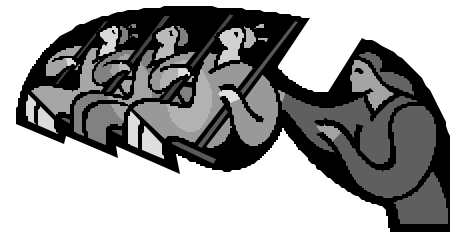
This is the foundation to achieving excellence!

- In order to pursue your dream, you must make it meaningful to you. It must be something that you are passionate about.
- Set realistic and personal goals and make every effort towards completing them.
- Don't sell yourself short. Be the best that you can be!
- Don't let obstacles discourage you. Work through the challenges even when they seem undefeatable.
- Take time for physical and mental recovery. Listen to your body and respect its needs.
- Most of all, continue to learn and grow, cultivate your passion, and find enjoyment in your journey.

GOAL SETTING

HOW YOU CAN STAY COMMITTED!

- PICK REALISTIC GOALS
- DEFINE YOUR GOALS
- SET UP A SCHEDULE
- EXPECT SETBACKS
- DEVELOP A SUPPORT SYSTEM



WHAT IS A GOAL?

- Defined by Merriam-Webster as “the end toward which effort is directed.”



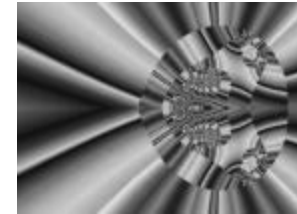
CONQUERING YOUR GOALS!

- Have a vision! See what it is that you want to accomplish and envision yourself there!
- Be passionate about your goals.
- Believe in your ability and your capacity to achieve your goals.
- Take small steps! Start out with short term goals and move towards long term goals.



FOCUSED CONNECTION

“Your focus is the leader. Where your focus goes everything else follows. Let it lead wisely.”

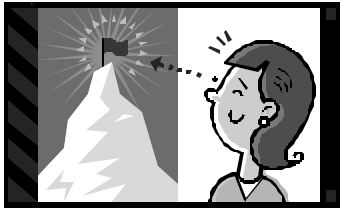


- Be in the moment. Be in the “Zone”.
- Become absorbed in the task at hand.
- Focus on the performance and not on the outcome.
- Let yourself be free so as to let good things unfold naturally as they may.
- Guide your focus in a positive which allows you to control the direction, consistency, duration, and intensity of your actions and reactions.
- Think about things like you did as a young child, which was simplistic yet magical.

FOCUSING STRATEGIES

- Have a game plan and follow it.
- Keep in mind that your goals are realistic and that you want to accomplish them to the best of your ability.
- Try to stay focused on the immediate task at hand.
- Keep reminding yourself that you have prepared and are ready to pursue your task.
- Focus on the positive and not the negative.
- Stay in the moment.
- Remember to have fun!





CONFIDENCE

“Pure confidence comes from feeling grounded in who you are and what you are doing.”

- Always remember that there are others that believe in you
- Try to look for the positive aspects in all of your experiences
- Learn from your past experiences, in order to continuously improve the quality of your future ones.
- Constantly remind yourself that you are capable of achieving what you set your mind out to do.
- Remember your past successes.



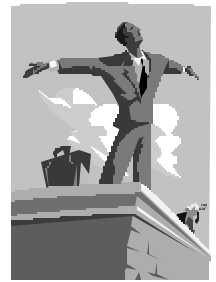
POSITIVE SELF SUGESSTIONS

- I am a valued person.
- I am capable of accomplishing my goals.
- I control my own emotions and thoughts.
- I choose to get the most out of life by living each day to its fullest.
- I honor my setbacks and embrace new lessons learned from my experiences.
- I choose to excel in life.
- Everyday, I become a more confident person and find myself more in control of my life.





POSITIVE IMAGES



“Your imagination can take you where you want to go and where you have not been.”

- See and imagine yourself succeeding and being in control of your destiny.
- Have a clear vision in mind for what you would like to achieve
- Assess your past experiences mentally (both positive and negative aspects), in order to fine tune your future ones
- Construct a mental game plan which includes positive images to counter any negative thoughts or distractions that may arise during any obstacles.



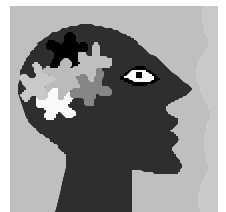
VISUALIZATION/IMAGERY

- This technique incorporates visualizing or focusing on an image that is peaceful and relaxing to you.
- It may be an image that you are familiar with, or it may be one that you make up that you perceive to be relaxing and safe.
- The way the image makes you feel is more important than the scene itself.
- The more senses that you engage, the more meaningful your image will be.
- Get into a comfortable position. You may be seated or lying down.
- Try to imagine yourself in your safe and tranquil place, whatever it may be.
- Pay attention to the smells, sounds, tastes, and how it feels to be there.
- Control your breathing, and enjoy the moment.

MENTAL READINESS

“Excellence emerges when you are mentally ready to act in positive ways.”

- Right your goals down and go through them in your mind on a daily basis.
- Develop an action plan, which includes positive thoughts and images, and detailed reminders as to what it is that you want to accomplish
- Always enter a situation with a positive attitude.
- Look for opportunities in everything that you are faced with.



DISTRACTION CONTROL

“Distraction control refers to your skills at maintaining or regaining a positive, connected focus when faced with potential distractions, obstacles, negative input, or setbacks.”

- This skills are critical when faced with demanding and high stress situations.
- Learn how to turn negative situations into positive ones.
- Have a plan with dealing with distractions and setbacks in a positive way.
- These skills help you to learn how to refocus and stay on track with achieving your goals.



WHAT IS STRESS?

- Stress is our body's physiological response to a stress or stimulus, whether it be good stress (*eustress*) or bad stress (*distress*).
- Some stress is healthy, but prolonged stress can lead to various health conditions such as *cardiovascular disease, respiratory problems, musculoskeletal disorders, gastrointestinal disorders, and immune system complications*.
- When a mental or physical event threatens the body's equilibrium, the body goes into the "*fight or flight*" response in order to confront or flee the threat.
- The stress response is the body's way of protecting itself and helping to maintain stability of its environment (*homeostasis*).

PHYSICAL SYMPTOMS OF STRESS

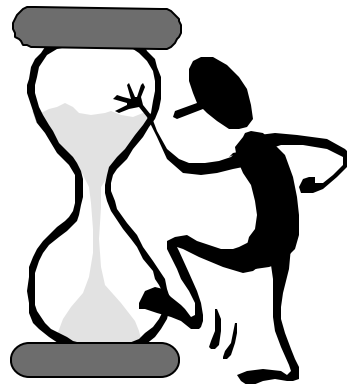
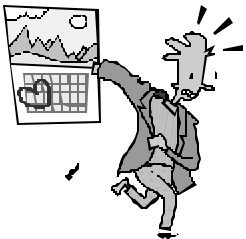
(keep in mind that these symptoms may be caused by other health conditions which should be brought to your doctor's attention)

- Sleep disturbances
- Tension or migraine headaches
- Muscle fatigue
- Irregular heart beat, palpitations
- Asthma or shortness of breath
- Skin problems (hives, eczema, itching, psoriasis)
- High blood pressure
- Constipation, diarrhea
- Hair loss
- Weight gain or loss, eating disorders
- Upset or acid stomach, irritable bowel syndrome, cramps, heartburn, gas
- Sweaty palms or hands
- Reproductive problems
- Chest pain
- Immune system suppression: more colds, flu, infections
- Cold hands or feet
- Reproductive problems
- Periodontal disease, jaw pain

EMOTIONAL SYMPTOMS OF STRESS

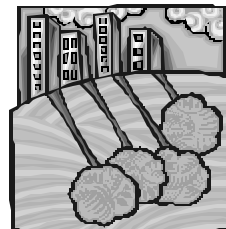
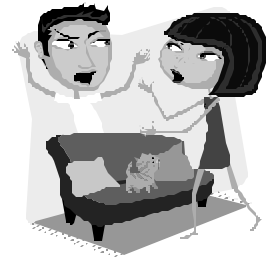
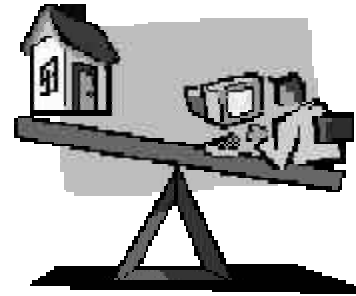
(keep in mind that these symptoms may be caused by other health conditions which should be brought to your doctor's attention)

- Nervousness, anxiety
- Depression, moodiness
- Lack of concentration
- Feeling out of control
- Irritability, frustration
- Substance abuse
- Phobias
- Overreactions
- Memory problems
- “Butterflies”
- Trouble thinking clearly



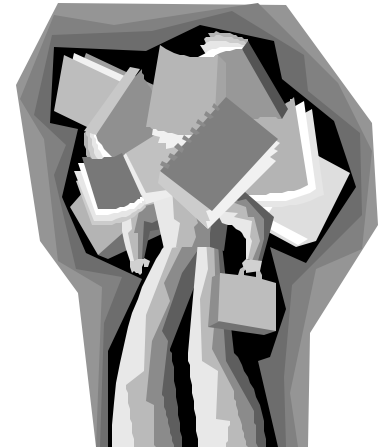
POTENTIAL TRIGGERS OF STRESS

- The environment in which you live or work
- Family or friends
- Work itself
- Unpredictable events
- The state of the world
- Perfectionism
- Unrealistic expectations
- Negative attitudes and behaviors
- Irresponsible behaviors
- Poor health habits



COPING WITH STRESS CHECKLIST

- Take one thing at a time.
- Be realistic.
- Don't expect perfection from yourself.
- Don't be overly critical.
- Be flexible.
- Have a support group in which you can share your feelings with.
- Visualize.
- Meditate and Reflect 5 to 10 minutes daily.
- Exercise.
- Take time to participate in a hobby that you enjoy.
- Lead a healthy lifestyle.





ONGOING LEARNING

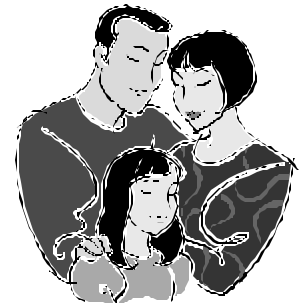
“Personal excellence results from living the lessons from your experiences.”

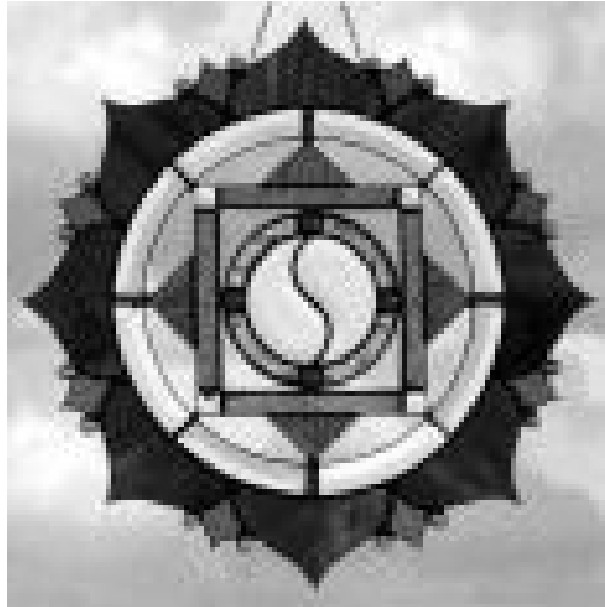
- It is important to evaluate your experiences, reflecting on what went well and what did not and why.
- Act on lessons learned from past experiences.
- Use your setbacks as a way to draw inspiration and channel energy towards increasing personal improvement.
- Always look at the positive aspects of all performances and experiences, in order to free yourself and perform your best.



EMBRACE LIFE & PREVENT OVERLOAD

- Remember to take time to relax!
- Don't let the demands of life overwhelm you. Take it day by day.
- Spend time with family and friends.
- Spend time doing things that you enjoy.
- Learn to say no! You can't please everyone.
- Make a conscious effort to live each day worry, stress, and anger free.
- Seek help if needed.
- Live life fully each day embracing the good and learning from the bad!





**“THE GREATEST GIFT IN LIFE IS
FINDING HARMONY WITHIN
YOURSELF”**

-Dr. Terry Orlick

HELPFUL RESOURCES

“In Pursuit of Excellence” by Terry Orlick, Phd

http://www.helpguide.org/mental/stress_signs.htm

<http://www.utmem.edu/campusrec/stress.htm>

<http://www.isma.org.uk/>

<http://www.pp.okstate.edu/ehs/links/stress.htm>

<http://wso.williams.edu/orgs/peerh/stress/relax.html>

<http://www.healthy.net/asp/templates/article.asp?PageType=article205>

<http://www.brianmac.demon.co.uk/relax.htm>

<http://www.mindtools.com/stress/RelaxationTechniques/IntroPage.htm>

<http://www.nmha.org>

KSC/CCAFS Employee Assistance Program (see brochures below)